

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice DCP-35

For: State and County Offices

Peanut Quota Buyout Program (QBOP) Payment Processing and Cancellations

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice DCP-25:

- provided procedure and software for:
 - reviewing and updating eligible quota holders' County Office records
 - printing and mailing notification letters to eligible quota holders
- announced the QBOP sign-up dates.

Notice DCP-26 provided:

- instructions for creating automated CCC-530, QBOP contracts, and continuation sheets
- signature requirements for CCC-530's
- approval policy for CCC-530's.

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Disposal Date

February 1, 2003

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B

Purpose

This notice provides State and County Offices instructions for processing QBOP payments and cancellations. QBOP payments for FY 2002 shall be issued as soon as practical after approving CCC-530's. Payments requested for FY 2002 shall be made as soon as practical if the contract is approved, even if they are requested after the end of the fiscal year. Payments for FY 2003 through 2006 shall be issued beginning January 2 through January 31 of each fiscal year.

This notice provides clarification of permanent transfers of peanut quota before May 13, 2002, where there was not written agreement.

C

Automation Software

Automation software for issuing QBOP payments will be transmitted on October 11, 2002. Software for processing overpayments and underpayments will be provided at a later date.

2 Disbursing 2002 QBOP Payments

A

Clarifying Permanent Transfers of Quota Through Verbal Agreements

COC's may accept a certification signed by all parties involved, if a verbal agreement was in place for the permanent transfer of peanut poundage quota before May 13, 2002. The agreement must specify the associated FSN's, poundage permanently transferred, date of transaction, and a certification that the previous quota owner will not file a request for QBOP payments for the poundage reflected in the agreement. If COC accepts the agreement, pay the eligible quota holder according to the agreement.

B

Calculating QBOP Payments

Annual installment payments are calculated by the QBOP software as follows:

- eligible quota pounds, times
- \$0.11 cents per pound, rounded to the nearest dollar.

Lump sum payments are calculated by multiplying the annual payment times 5.

C

Beginning Date for Issuing 2002 QBOP Payments

County Offices shall begin issuing 2002 QBOP payments after CCC-530's are approved but no earlier than **October 11, 2002.**

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3 Instructions for Processing 2002 QBOP Payments

A

Accessing Menu MPAAP0 Access Menu MPAAP0 to process 2002 QBOP payments according to the following table.

Step	Action	Result
1	On Primary Selection Menu FAX250, ENTER "3" or "4", "Application Processing."	Application Selection Menu FAX07001 or Office Selection Options Menu FAX09002 will be displayed.
2	IF option...	THEN..
	3 is selected	Menu FAX07001 will be displayed.
	4 is selected	Menu FAX09002 will be displayed. Note: Select the appropriate county and continue to Menu FAX07001.
3	On Menu FAX07001, ENTER "18", "Tobacco and Peanuts".	Menu M00100 will be displayed.
4	On Menu M00100 select option "4", "Peanuts".	Menu MAP200 will be displayed.
5	On Menu MAP200 select option "14", "Quota Buyout Program Applications (QBOP)".	Menu MPAA00 will be displayed.
6	On Menu MPAA00, select option "2", "QBOP Applications Menu".	QBOP-Application Selection Menu MPAA20 will be displayed.
7	On Menu MPAA20, select option "2", "Peanut Quota Buyout Payment Processing".	2002 QBOP Payments Menu MPAAP0 will be displayed.

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3 Instructions for Processing 2002 QBOP Payments (Continued)

B

Issuing Payments To begin processing 2002 QBOP payments, select option "1", "Issue Payments", on Menu MPAAP0.

This is an example of Menu MPAAP0.

COMMAND	MPAAP0	#1
2002 QBOP Payments		

1. Issue Payments		
2. Cancel Payable		
*3. Overpayment Processing		
5. Payment History Print		
7. Continue Suspended Payment Batch		
20. Return to Application Primary Menu		
21. Return to Application Menu		
22. Return to Office Selection Menu		
23. Return to Primary Selection Menu		
24. Sign off		
Cmd3=Previous Menu		* Option currently not available
Enter option and press "Enter" <u>1</u>		

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3 Instructions for Processing 2002 QBOP Payments (Continued)

C

Selecting a Printer for the QBOP Payment Process

After selecting option "1" on Menu MPAAPO according to subparagraph B, Screen MAZEPT2 will be displayed for selecting a printer. The user may enter a printer ID, leave blank to default to the session printer, or PRESS "Cmd7" to end the job.

```
QBOP Payment Processing XXXXXXXXXXXXXXXXXXXXXXXX      MZAEPT2      XXXXXXXX
Printer Selection Screen      Version: XXXX 99/99/9999 99:99 Term X1
-----
                                Issue Payments

                                Enter the ID of the printer to be used
                                      or
                                leave blank to default to the session printer.

                                Enter Printer ID P1

                                NOTE: The selected printer should contain
                                      the appropriate paper/forms.

Enter=Continue  Cmd7=End
```

Note: If the user enters an invalid printer ID on this screen:

- the message, "Entered Printer ID NOT on System", will be displayed
- the field will be highlighted and allow the user to re-enter.

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3 Instructions for Processing 2002 QBOP Payments (Continued)

D

Payment Selection Screen

After the user selects the printer on Screen MZAEPRT2 and presses “Enter”, 2002 QBOP Selection Screen MZAEPA01 will be displayed to allow the user the option to process a specific eligible quota holder or payments for all eligible quota holders.

MZAEPA	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	MZAEPA01
2002 QBOP Selection Screen		Version: XXXX	XXXXXXXXXX XXXXX Term XX

	Enter 'ALL' For All Producers _____		
OR	Producer's Last Four Digits of ID: _____		
OR	Producer's Last Name: _____		
	(Enter Partial Name To Do An Inquiry)		
Cmd3=Previous		Enter=Continue	

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4 Canceling QBOP Payments

A

Introduction

The process to cancel payables allows the County Office to cancel payments that are inaccurate before the payment is issued to a producer or electronic funds transfer (EFT) has been transmitted, alleviating potential overpayment situations.

B

Information

Warning Screen

County Offices shall select option "2" on Menu MPAAP0 to cancel a payment. When option "2" is selected an informational screen will be displayed warning the user about proper procedure for canceling payables. Do **not** continue if the check is not available in the County Office or EFT has been transmitted to the producer's financial institution.

The user shall do either of the following:

- PRESS "Cmd7" to end, if check or EFT has been sent
- PRESS "Enter" to continue with cancellation.

The following is an example of the informational warning screen.

```
Payments                XXXXXXXXXXXXXXXXXXXXXXXX      Message      MZAEP007
2002 QBOP Cancel Screen      Version: XXXX XXXXXXXXXXXX XXXXX Term XX
-----
```

```

WARNING: Canceling a payment will cancel all payables associated
         with the payment amount.  If the check is not available
         in the county office or the EFT has been transmitted
         to the producer's financial institution, PRESS Cmd7.
```

```
*****
****                If the payment is not available,                ****
****                DO NOT CONTINUE THIS PROCESS                    ****
****                1-DCP for additional information                ****
****                                                        ****
*****
```

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4 Canceling QBOP Payments (Continued)

C

Printer Selection Screen

After the user presses "Enter" on the informational warning screen to continue with the cancellation process, Printer Selection Screen MZAEPRT2 will be displayed. The user must select a printer, leave blank to default to the session printer, or PRESS "Cmd7" to end the job.

QBOP	253-SEMINOLE	Version:AE11	MZAEPRT2
Printer Selection Screen		08/29/2002 09:06	Term JU

Cancel Payments

Enter the ID of the printer to be used
or
leave blank to default to the session printer.

Enter Printer ID P1

Note: The selected printer should contain
the appropriate paper/forms.

Enter=Continue Cmd7=End

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4 Canceling QBOP Payments (Continued)

D

Cancellation Selection Screen

After the user enters a valid printer ID or leaves blank and presses "Enter" on Screen MZAERPRT2, 2002 QBOP Cancel Screen MZAEP A02 will be displayed. The user must enter the following information on this screen:

- producer ID, ID type, and last 4 digits of the ID number or the producer name.

Note: If the producer's last name or last 4 digits of the ID number is entered, the common routine will be displayed for selecting the producer.

- transaction number and PRESS "Enter" to continue or "Cmd3" to return to the previous menu.

This is an example of Screen MZAEP A02.

MZAEP A	Selection	MZAEP A02
2002 QBOP Cancel Screen	Version: XXXX	XXXXXXXXXX XXXX Term XX

<p>Enter Produce ID Number: _____ and Type: _ (Enter "All" For All Producers)</p>		
<p>OR Producer Last Four Digits of ID: _____</p>		
<p>OR Producer Last Name: _____ (Enter Partial Name To Do An Inquiry)</p>		
<p>AND Transaction Number: _____</p>		
<p>Cmd3=Previous Menu Enter=Continue</p>		

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4 Canceling QBOP Payments (Continued)

E

Payable Selection Screen

Payable Selection Screen MZAE0A01 will be displayed when the user successfully enters data on the cancellation screen according to subparagraph D. Information will be displayed on this screen to allow the user to verify that the correct payment has been selected. The user must select the payable by entering an "X" in the SEL column and PRESS "Cmd5" to update or "Cmd7" to end the job.

```

XXXXXXXXXXXXXXXXXXXXXXXXX          XXXXXXXXXX  MZAE0A01
2002 QBOP Cancel Screen          Version: XXXX  XXXXXXXXXX XXXXX Term XX
-----
SELECT PAYABLE FOR CANCELLATION

Enter 'X' in the SEL column to select a payable for cancellation

Producer Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Producer ID: 999999999X
Transaction Number: XXXXXXXXXX

SEL          Issue Date          Net Payment
-            99/99/9999          $9,999,999,999

Has the payment been mailed or transmitted to the Producer?  _
WARNING:  Canceling these payables may cause receivables to be created.
          If you do not wish to continue, PRESS Cmd7.

Cmd5=Update  Cmd7=End
  
```

5 Suspended Payment Batches

A

Processing a Suspended Payment Batch

After payments have been computed and sent to the accounting system, users have the option of suspending 1 or all payment batches. This allows the user to wait until a more advantageous time to finish printing checks or processing EFT records.

If a batch of payments has been suspended, the user will be allowed to complete the process by selecting option "7" on Menu MPAAP0. This option is only available if a batch of payments has been suspended. Processing must be resumed from the same workstation where the suspended batch was executed.

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6 Pending Payment Registers and Non Payment Register

A

Printing the Pending Payment Register

The report ID MZAEEPL-R001, pending payment registers, will automatically print after all payments have been calculated for the selected producers and the payments have been sorted in the appropriate payment batches.

B

Printing the Nonpayment Register

The report ID MZAEPK-R001, nonpayment history report, will print automatically. This report provides the County Office with a variety of conditions that will prevent a producer from being paid.

The following table lists the conditions which will prevent a payment from being paid and messages that print on the nonpayment register.

Condition	Message on the nonpayment register.
There is not a valid enrollment date in the Application for Payment file.	Application for Payment Not Enrolled.
There is not a valid approval date in the Application for Payment file.	Application for Payment Not Approved
The status indicator in the Application for Payment file is not blank.	Application for Payment Has Been Canceled.
The ID number for the selected producer has an ID type on the Name and Address file of "T" and the producer's entity type is not "15".	Producer Has Temporary ID Number

7 Producer Payment History

A

Printing Producer Payment History Reports

The County Office is provided an option to print a Producer Payment History Report. This report can be printed and used as a tool to determine how much an eligible quota holder has been paid.

Select option "5" on Menu MPAAP0 to generate this report

8 Overpayment/Underpayment Process

A

Overpayment/ Underpayment Software

Software for processing overpayments and underpayments will be provided at a later date.
